



CITY OF ALEXANDRIA
ALEXANDRIA PERMIT CENTER
301 KING STREET, SUITE 4200 (CITY HALL)
ALEXANDRIA, VIRGINIA 22314
WEBSITE: ALEXANDRIAVA.GOV/PERMITCENTER
APPLICATION SUBMITTAL: PERMITS.ALEXANDRIAVA.GOV



SOLAR PHOTOVOLTAIC (PV) SYSTEM INSTALLATION PERMITTING

Installing a solar photovoltaic (PV) system in the City of Alexandria requires obtaining permits from the City's [Permit Center](#). Permits will vary depending on the project. The Permit Center closes at 2 p.m. on the first Monday of every month. Inspectors are available to answer questions and issue permits. Inspections is open 8 a.m. to 5 p.m., Monday-Friday, except City Holidays. The basic, pre-submittal Checklist below contains the minimum information and details required in a complete project plan to be submitted when applying for a solar PV energy system permit (commercial and/or residential). The intent of using the Checklist is to expedite the plan review process by minimizing the number of required revisions. Our local utility, [Dominion Energy](#) (DE), has its own process and this checklist does not explain its requirements in full. Please contact DE for what it requires. Please see Frequently Asked Questions below for the basic solar PV system requirements Installers need to describe for Project Plan.

CHECKLIST

General Solar Permitting, Installation & Inspection Process

- Installer must have proper state licensing whether for building, electrical, and plumbing (as relevant for solar thermal). Master and contractor licenses and proof of insurance are needed to pull a permit.
- Installer completes and submits the Project Plan for the Customer's solar PV energy system through the City of Alexandria online [Permit Center](#).
 - Include building and electrical permit applications (plumbing if solar thermal)
 - Include permit fees per the City's current [Building Code Fee Schedule](#)
- Installer downloads the [Form Net Metering Interconnection Notification](#) (Form NMIN) the DE website, completes Sections 1-4, and submits to DE.
- Upon successful Project Plan review by the City, Inspection staff issue building and electrical permits. Check status of permit(s) [here](#).
- DE reviews Form NMIN (Sections 1-4) and sends approval to Installer.
- ***With City permits and DE approval in hand, Installer may now install the solar PV energy system.***
- After installation, Installer resubmits Form NMIN with Section 5 completed to DE.
- Installer calls City to schedule final inspection(s). City completes inspection(s).
- City informs DE of successful inspection(s). DE sets the meter and sends Installer the Permission to Operate (PTO) letter for Customer signature.
- Installer has Customer sign the PTO; Installer returns signed PTO to DE.
- Installer initiates operation of the solar PV energy system.
- Customer generates electricity, saves money, and reduces his/her carbon footprint!

For more information, contact the City of Alexandria's Permit Center at (703)746-HELP (4357).

Frequently Asked Questions

What are the basic solar PV energy system requirements for permitting?

Building Requirements

- Manufacturer specifications
- Mounting system details
- Structural analysis

Electrical Requirements

- Manufacturer specifications
- System kilowatt rating (include no. of arrays)
- Single Line Diagram (per 2011 *NEC, Section 690)
- Labelling (per 2011 NEC, Section 690)
- Grounding details
- Wiring method

Where do I find the required permit forms?

- o Refer [here](#) to find the City's permit application forms (e.g., building permit).

How much do permits cost?

- o Refer to [Building Code Fee Schedule](#).

Are there any City tax exemptions available?

- o Refer to [Solar Energy Equipment Tax Exemption Form Application](#).

How long does it take to obtain a permit?

- o Depends. Approximately five (5) working days for projects less than or equal to 25 kilowatts (kW), ten (10) working days projects up to 500 kW, and fifteen (15) working days for non-residential projects up to one (1) megawatt (MW).

How do I schedule an appointment for inspection?

- o Call ACCESS-automated inspection schedule at 703.838.4900 or click [here](#). When calling, please select the appropriate ACCESS Inspection Code for your requested inspection. If ACCESS is unavailable, please call 703.746.4200 for assistance during regular business hours.

Are there easy-to-use resources available to help my Installer complete the project plan?

- o Installers may choose to use the one-page [Structural Review for Small-Scale PV Systems - Standard String System](#) and accompanying [Guidelines](#) for assistance with smaller projects (i.e., less than or equal to 25 kW) to provide a description of the basis system requirements (building and electrical). These optional forms and diagrams are available in an interactive PDF format so that they can be filled out electronically, scanned and submitted online or printed for in-person submission to the City. The interactive PDF format helps Installers supply City staff with standardized and legible information for faster, easier review.

What about solar projects for properties located in a historic district?

- o See the [Design Guidelines](#) (Chapter 2, Building Alterations, Solar Collectors, pages 115-117) or contact the City's Department of Planning and Community Development at (703)746-4666 for guidance.

* 2011 National Electrical Code (NEC)

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